

FILE CONTROL SHEET

11/12

Date

SUBJECT: Code Symbols

INDEXED: 12 Nov.

IS ACTION COMPLETE: yes

WHAT WILL COMPLETE ACTION: \_\_\_\_\_

IF FOLLOW-UP IS NECESSARY,  
HAS NOTE BEEN PLACED IN  
SUSPENSE FILE: \_\_\_\_\_

(1645)

**RESTRICTED**

x Deputy Executive for P & A  
x 11/8 Asst. Director, OCD

Your memo of 4 Nov.,  
outlining a system of  
code symbols for use  
in identifying the  
office which originates  
inter and intra-office  
correspondence.

SUBJECT: Code Symbols

1. The Office of Collection and Dissemination concurs in the suggested system of code symbols provided we properly understand the intended meaning of "inter" and "intra" office. OCD interpretation is that the symbols would be used only for correspondence which is to remain in CIG. With this understanding, OCD concurs in the proposal.

2. For security reasons, any correspondence which goes outside of CIG should not contain the code symbols. However, for identification within CIG the code can be included on the file copies. In any case, the identity of the originating office should be clear by the memorandum for record on the record copy.

C. E. OLSEN  
Captain, U. S. N.  
Assistant Director for  
Collection and Dissemination

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